2020 Census 15. Group Quarters Operation (GQ)

Version: 7.0

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United States Census Bureau

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Major Revision Change History

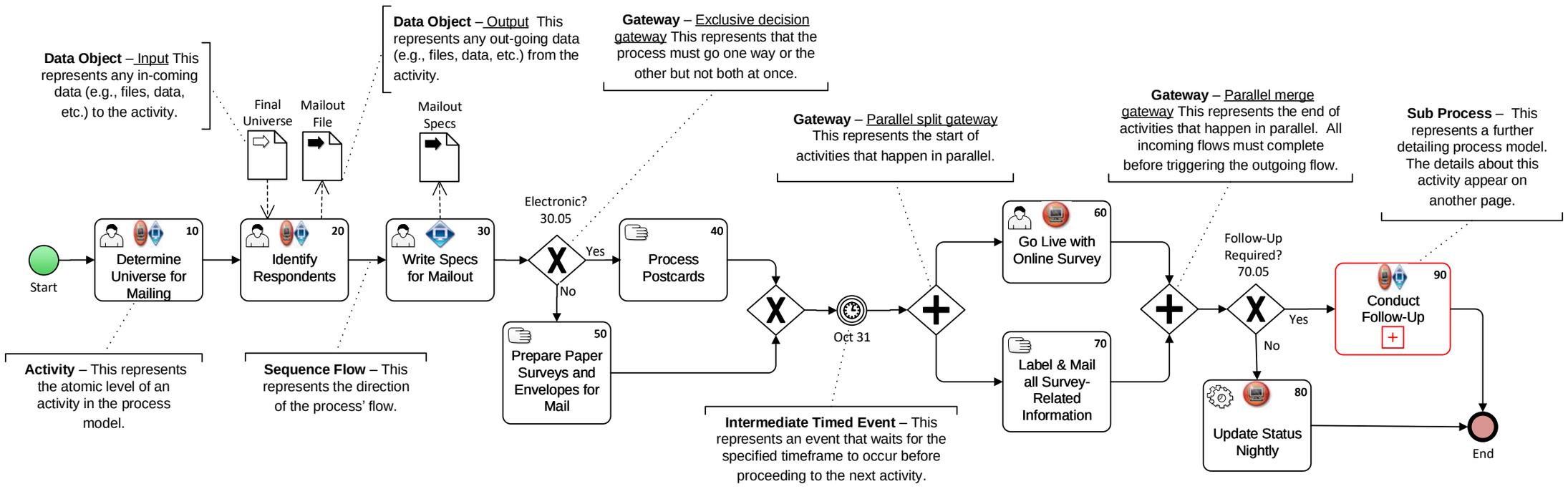
Date	Description	Author	Version #	Page #'s
10/06/2017	Updated Shipping	S. Alexander	2.20	1, 8
11/27/2017	Updated Military	S. Alexander	2.21	1, 13, 14
04/26/2018	Conduct GQ QC	Y. Ramirez	2.22	11
05/04/2018	Updated Military Enumeration/Process Military Files	Y. Ramirez	2.23	13,14
05/07/2018	Updated Military Enumeration/Process Military Files	Y. Ramirez	2.24	13,14
05/31/2018	Conduct GQ QC	Y. Ramirez	2.25	11
06/13/2018 - 07/020/2018	Updates to Military Enumeration and Updates to Military & Maritime Enumeration	Y. Ramirez	2.26-2.30	7, 13, 14, 17
7/27/2018	Updates to Paper & Military Enumeration	Y. Ramirez	2.30	
09/26/2018	Updates to Electronic Data Transfer (eResponse)	Y. Ramirez	2.31	12
11/05/2018	Updates to Maritime Enumeration	Y. Ramirez	2.32	15-17
12/21/2018	IPT Updates (eResponse, Reinterview, Advance Contact, Maritime Enumeration), CR 7391	Y. Ramirez	2.33, 3.01	4, 7, 11, 12, 15-17
3/29/2019	Electronic Response, Military Enumeration, Maritime	Y. Ramirez	3.02	12-17
4/3/2019	IPT updates	Y. Ramirez	3.03	3-11
4/4/2019	Group Quarters – Advance Contact	Y. Ramirez	3.04	3
4/23/2019	CR 14798	S. Alexander	3.05	1,14-17
5/02/2019	Changes per NPC and IPT(Military and Maritime)	S. Alexander	3.06	14, 17
5/30/2019	Updates after QC Review	S. Alexander	3.07	All
6/05/2019	Removed annotations after approval	S. Alexander	4.00	All
8/30/2019	Moved sections to PDC, Update for CR1225	S. Alexander	5.00	1, 16, 17
9/03/2019	IPTs determined that check-in tasks for (MVE) were more appropriately placed into the PDC BPM, CR1321	S. Alexander	6.00	1, 16, 17
4/14/2020	Changed notification from letter to email eResponse CR 1745	S. Alexander	6.01	1, 12
2/9/2021	CR 2286 (for IPT changes + annotation fixes)	K. Harmon	7.0	3, 6-9, 11-17

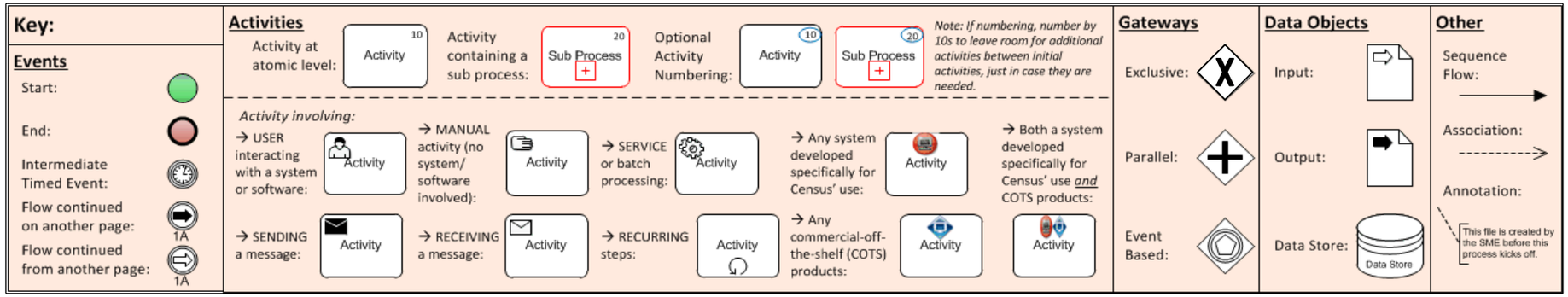
Reading and Understanding the Model

Example Activity Model

BPM Purpose

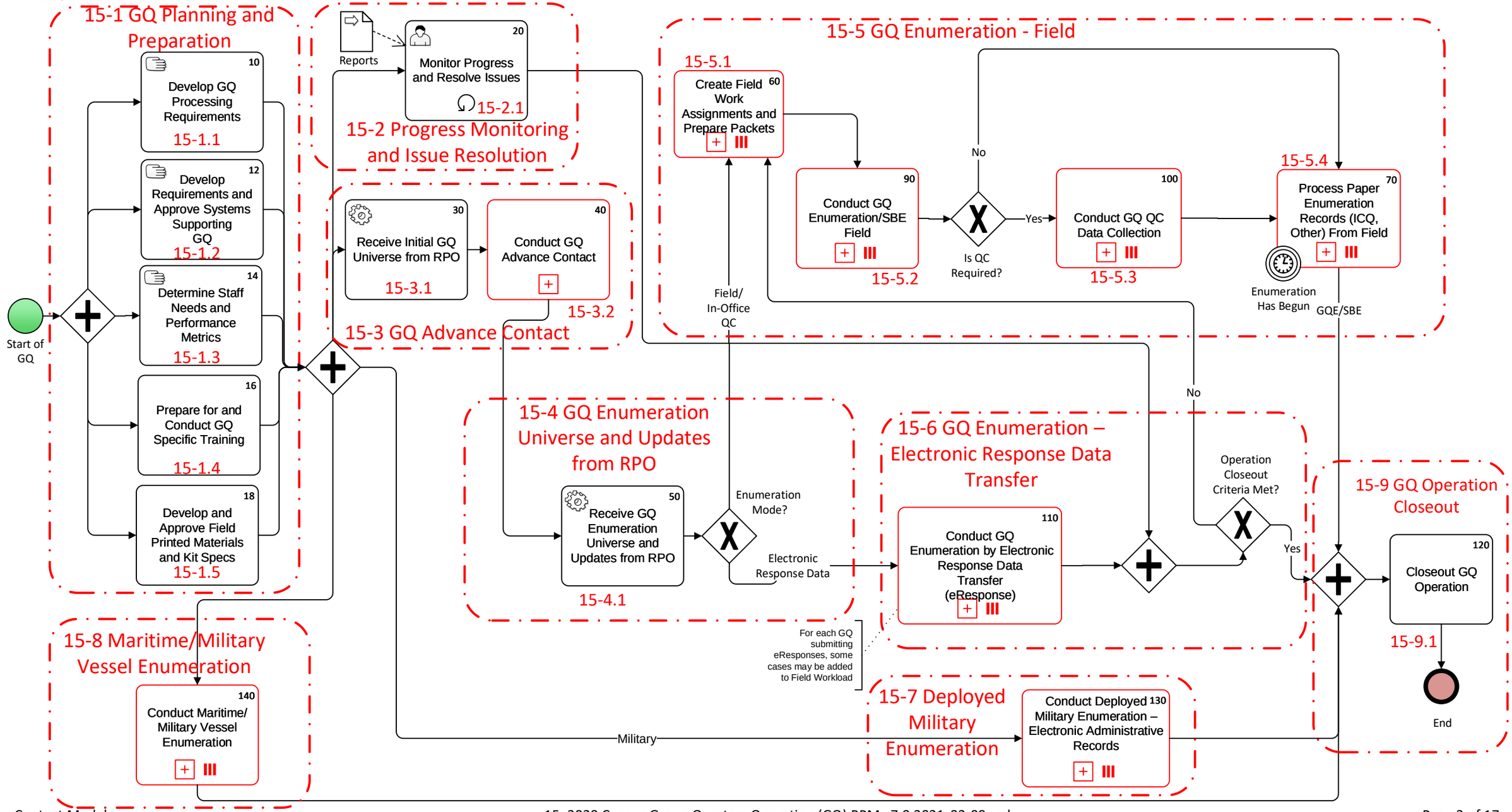
- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities
- Capture Operations inputs and outputs





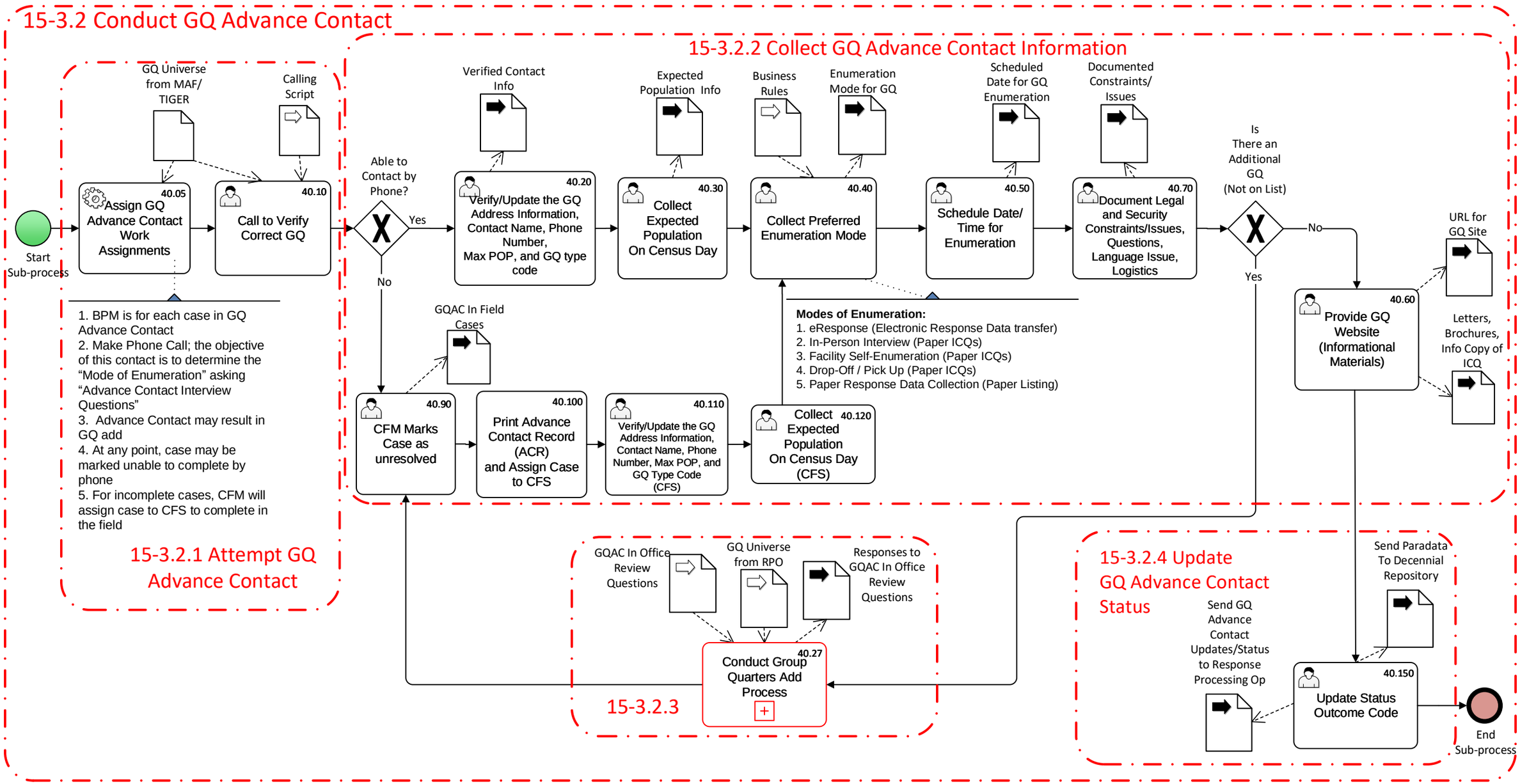
2020 Census 15. Group Quarters Operation (GQ)

Purpose: Enumerate people living or staying in group quarters, people experiencing homelessness, and people receiving service at service-based locations.



40 Conduct GQ Advance Contact

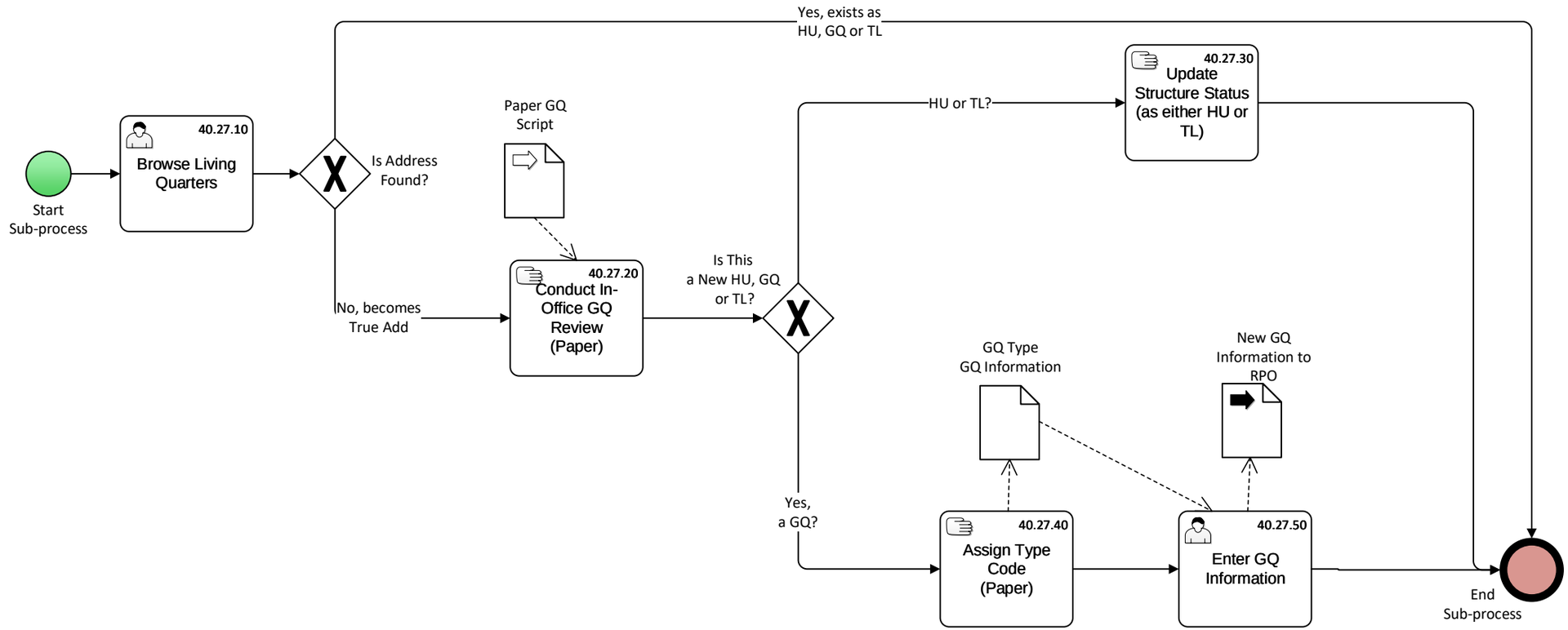
Purpose: Advance Contact is conducted by the clerks in the ACOs (or CFSs in the field) and will update the contact and address information, maximum POP and GQ type code. The operation will collect data regarding the GQs preferred enumeration method, schedule appointments and logistics for GQ enumeration.



40.27 Conduct Group Quarters Add Process

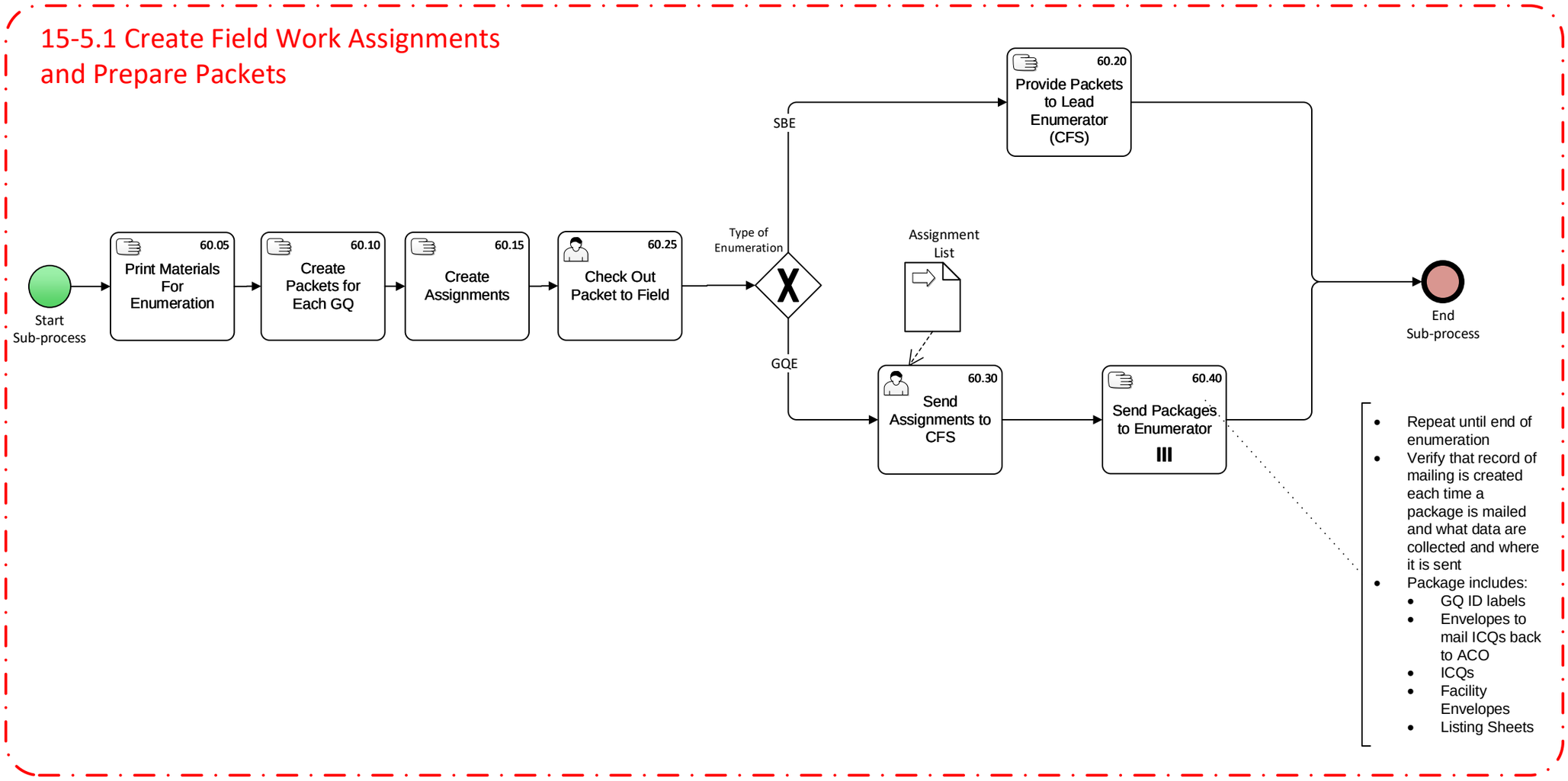
Purpose: To validate potential new GQs and then, if validated, add the GQs to the workload for enumeration.

15-3.2.3 Conduct GQ Add Process



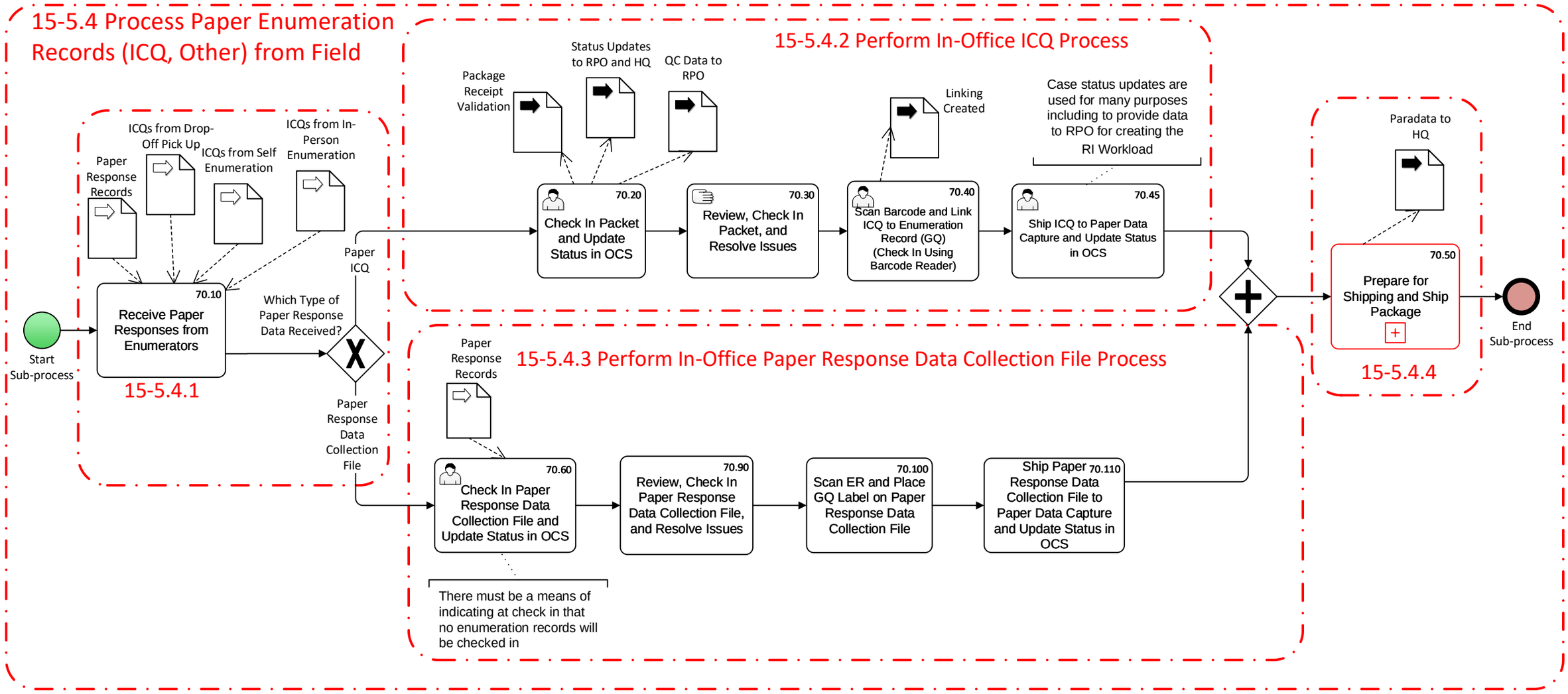
60 Create Field Work Assignments and Prepare Packets

Purpose: Create enumeration packets for field enumeration and provide packages to enumerators.



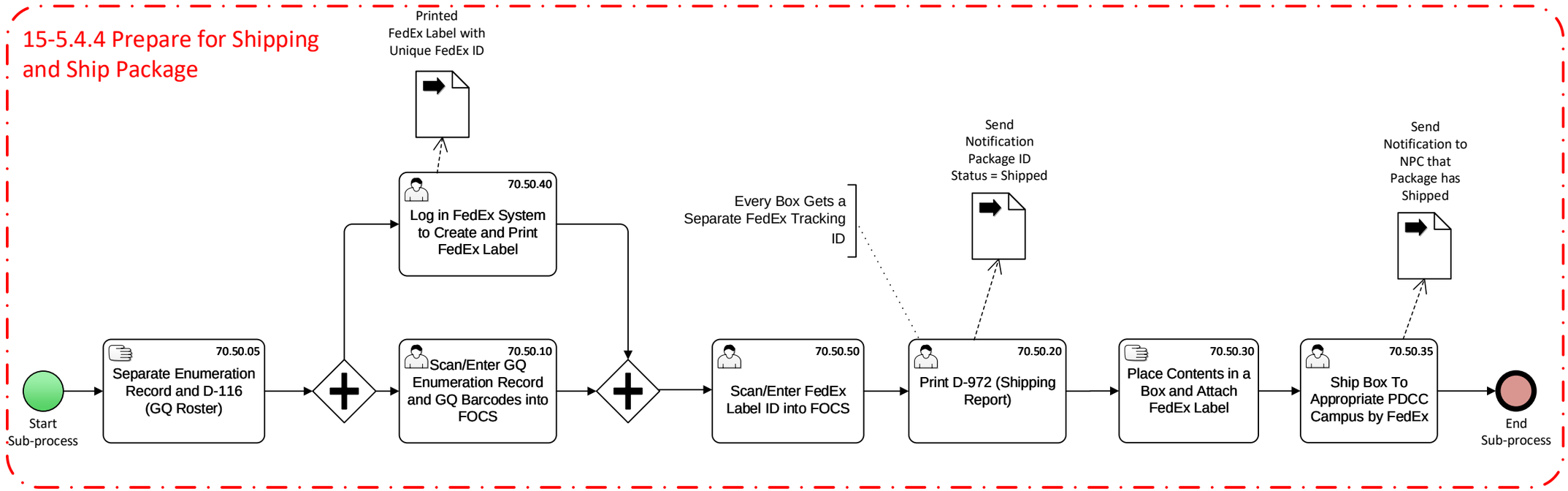
70 Process Paper Enumeration Records (ICQ, Other) from Field

Purpose: To process paper received as a result of receiving paper eResponse or paper individual Census questionnaires by drop-off pick up enumeration, self-enumeration, or enumeration in the field by Field staff.



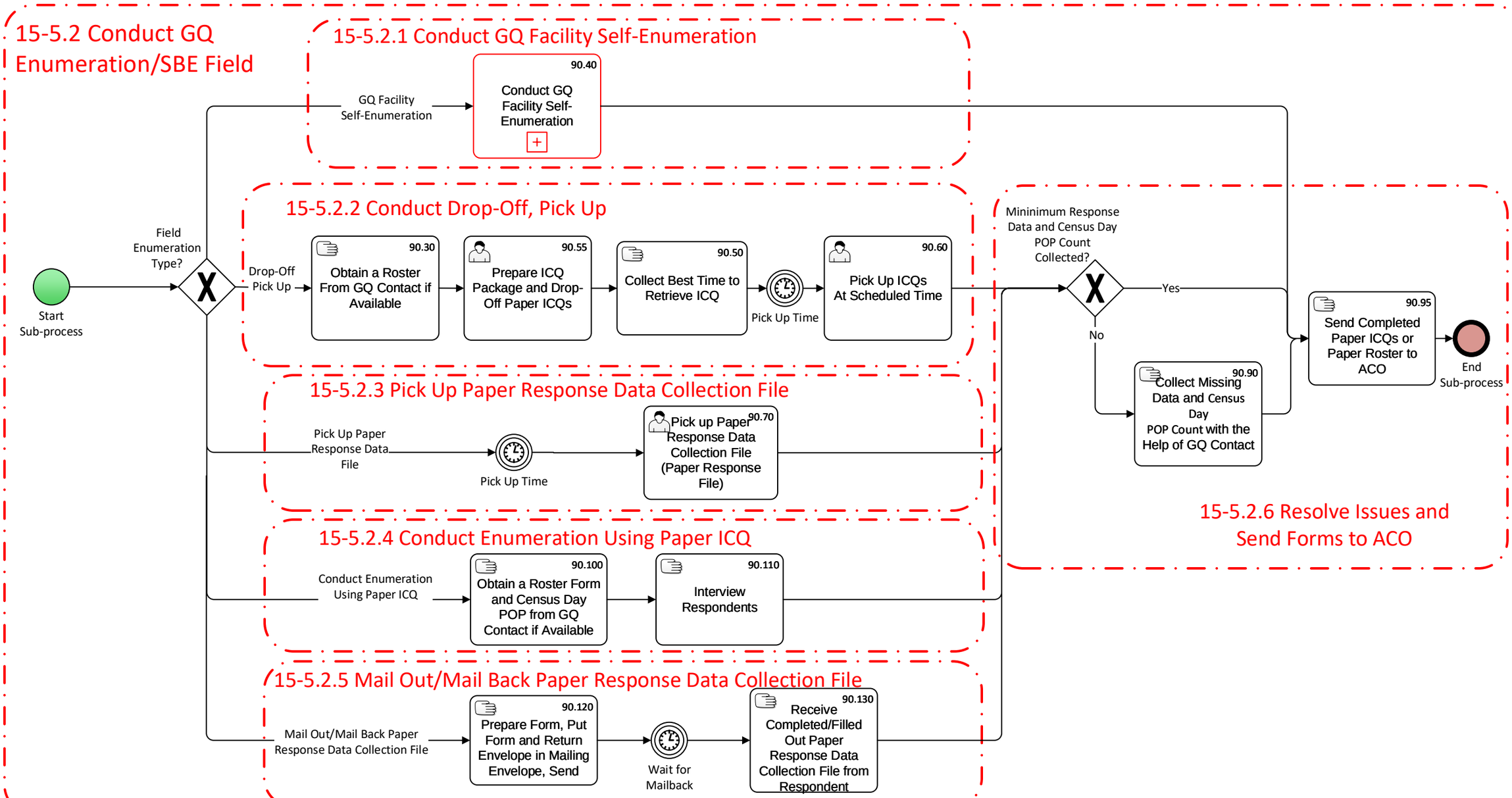
70.50 Prepare for Shipping and Ship Package

Purpose: To ship and track Title 13 materials.



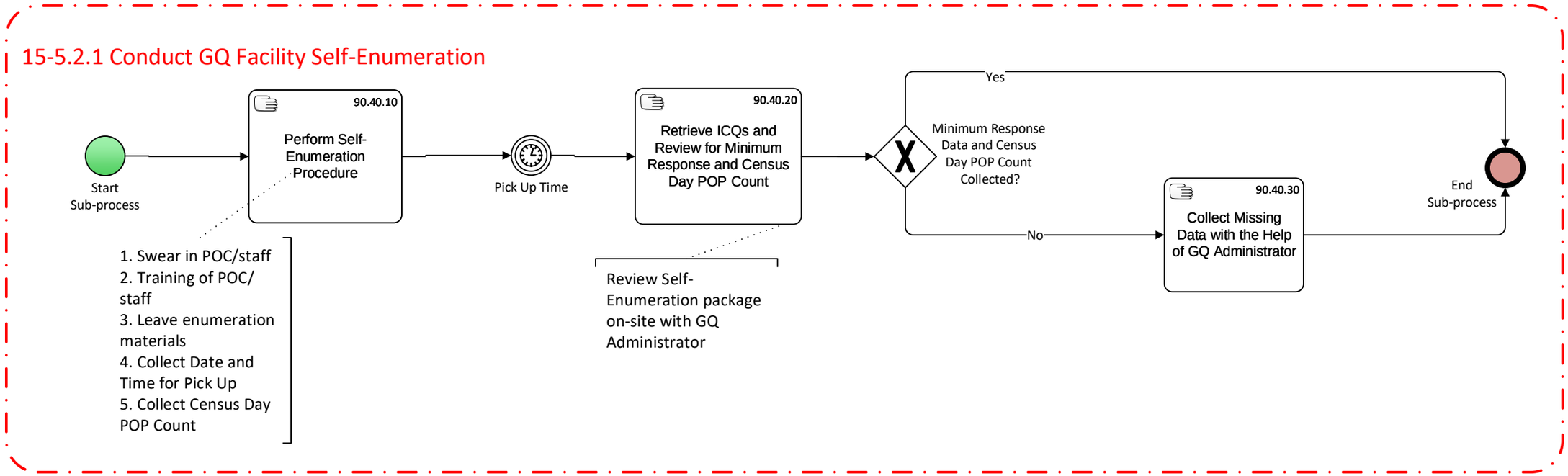
90 Conduct GQ Enumeration/SBE Field

Purpose: This model describes the process that is required to allow collection of Group Quarters Data via Field Mode (Paper data collection).



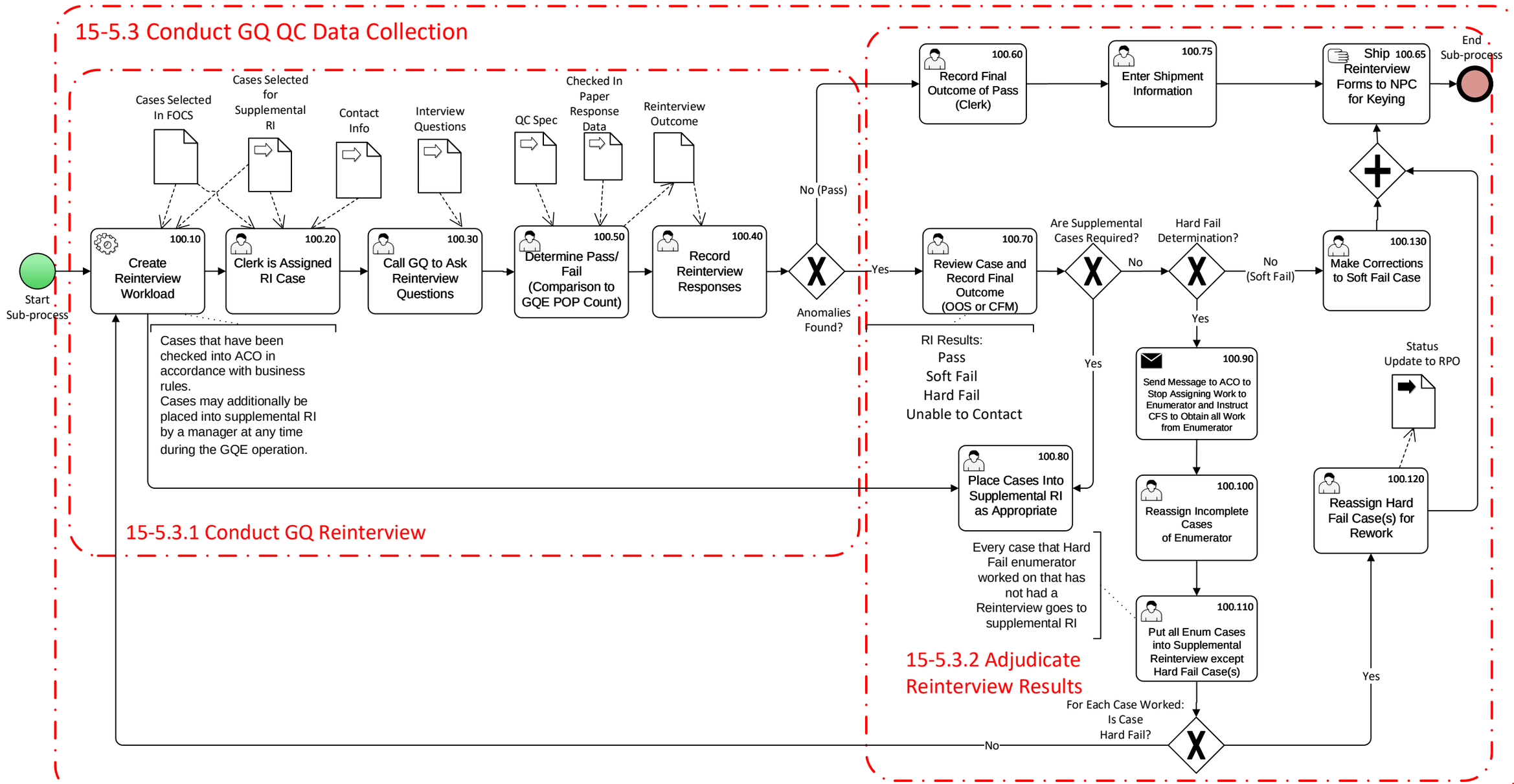
90.40 Conduct GQ Facility Self-Enumeration

Purpose: This model describes the Self-enumeration process for GQE, that includes swearing in GQ staff member.



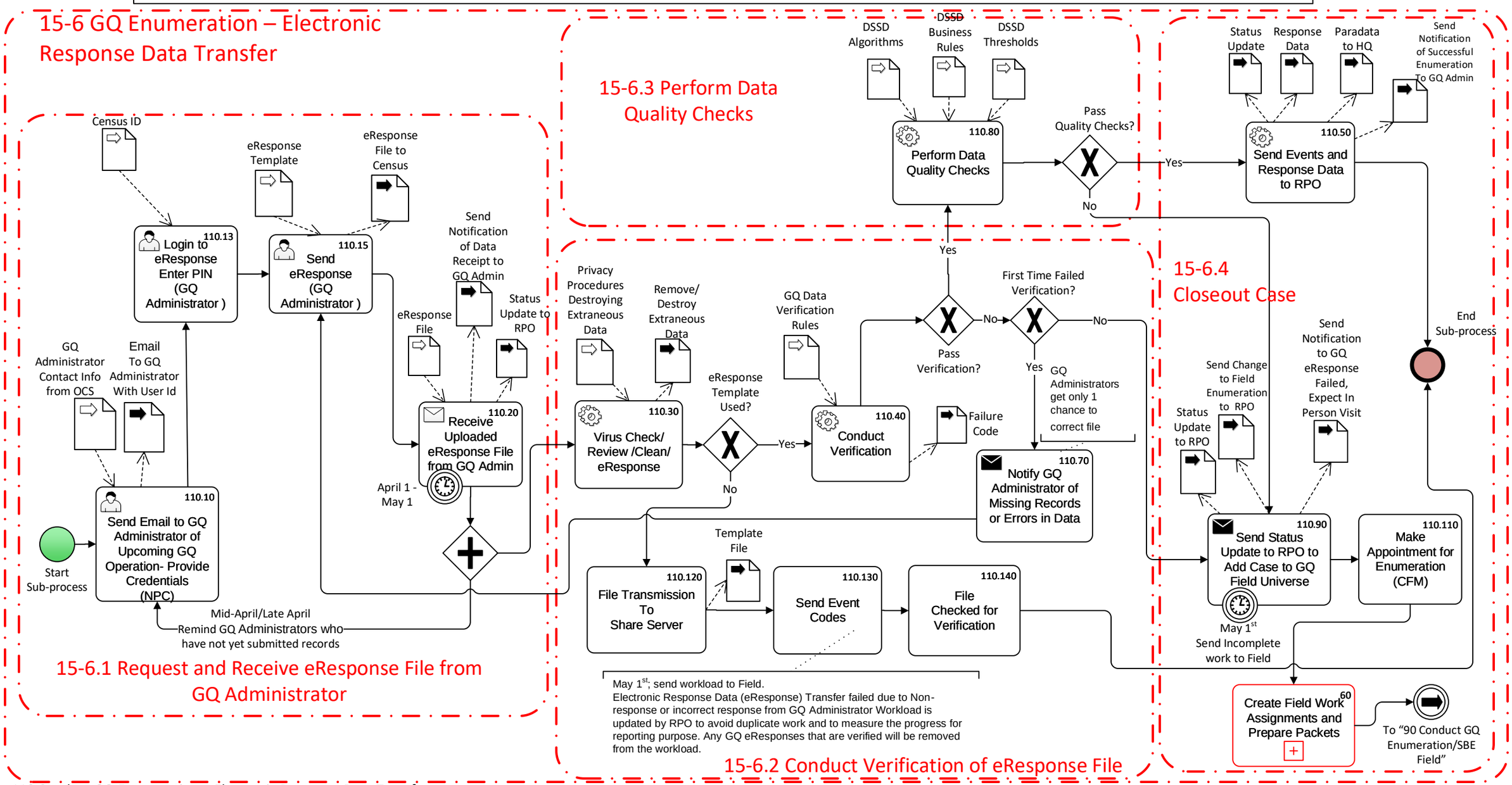
100 Conduct GQ QC Data Collection

Purpose: To ensure quality enumeration data is received from Group Quarters Census Activities.



110 Conduct GQ Enumeration – Electronic Response Data Transfer (eResponse)

Purpose: This model describes the process that is required to allow collection of Group Quarters Respondent Data via the eResponse records transfer from GQ Administrators to Census.

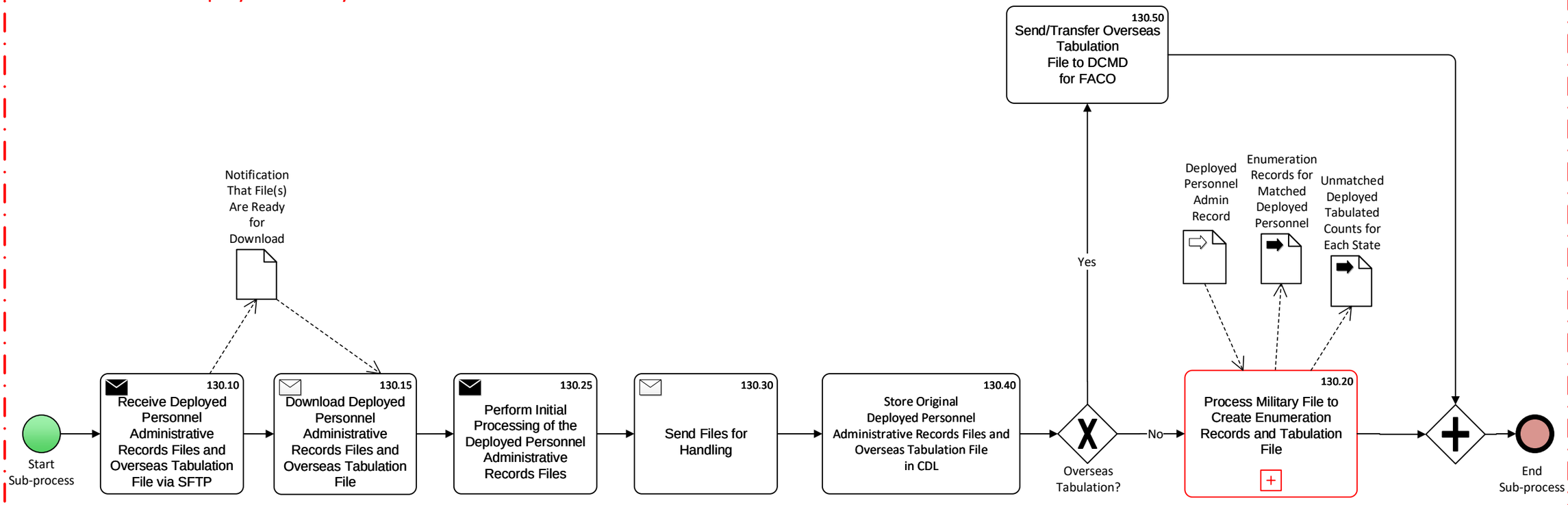


130 Conduct Deployed Military Enumeration – Electronic Administrative Records

Purpose: Transfer from Defense Manpower Data Center to Census via CES in accordance with an existing Memorandum of Agreement(MOA).

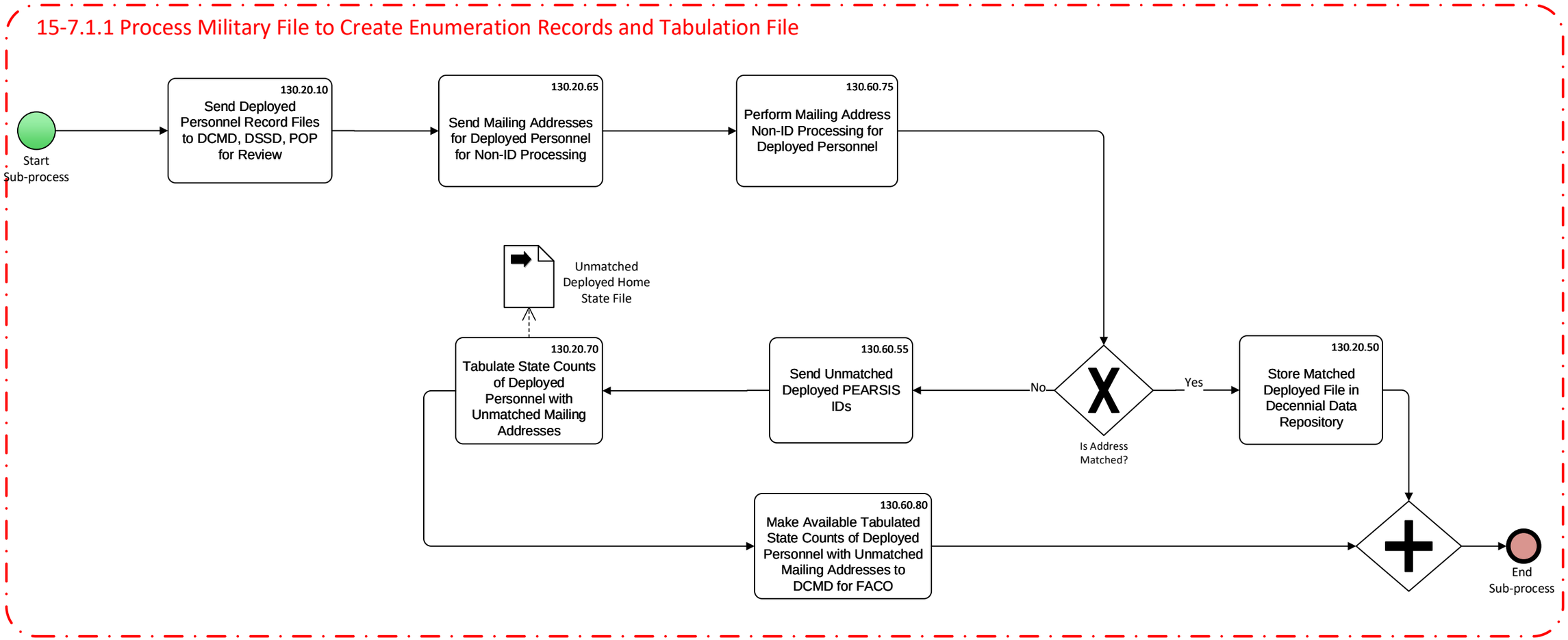
15-7 Deployed Military Enumeration

15-7.1 Conduct Deployed Military Enumeration - Electronic Administrative Records



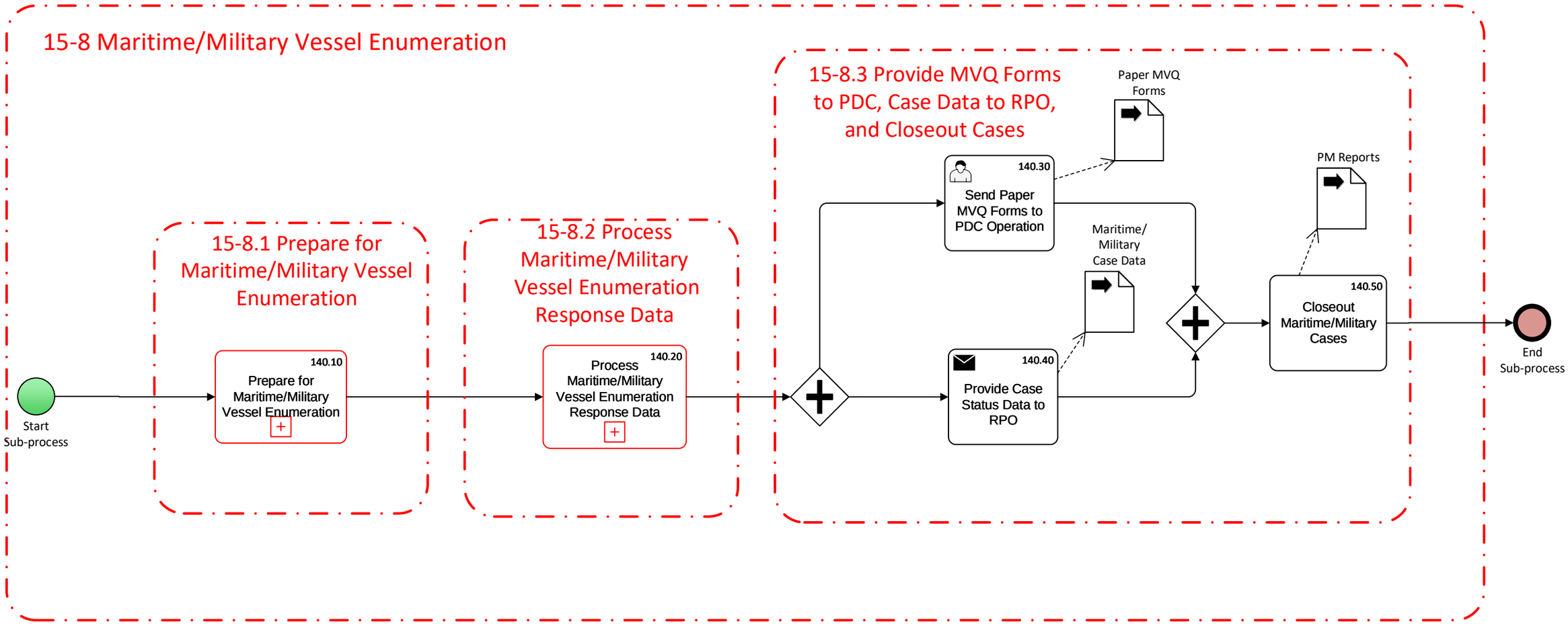
130.20 Process Military File to Create Enumeration Records and Tabulation File

Purpose: To transform the military file into a 2020 Census response record to complete enumeration and create tabulation record for Federally Affiliated Count Overseas (FACO).



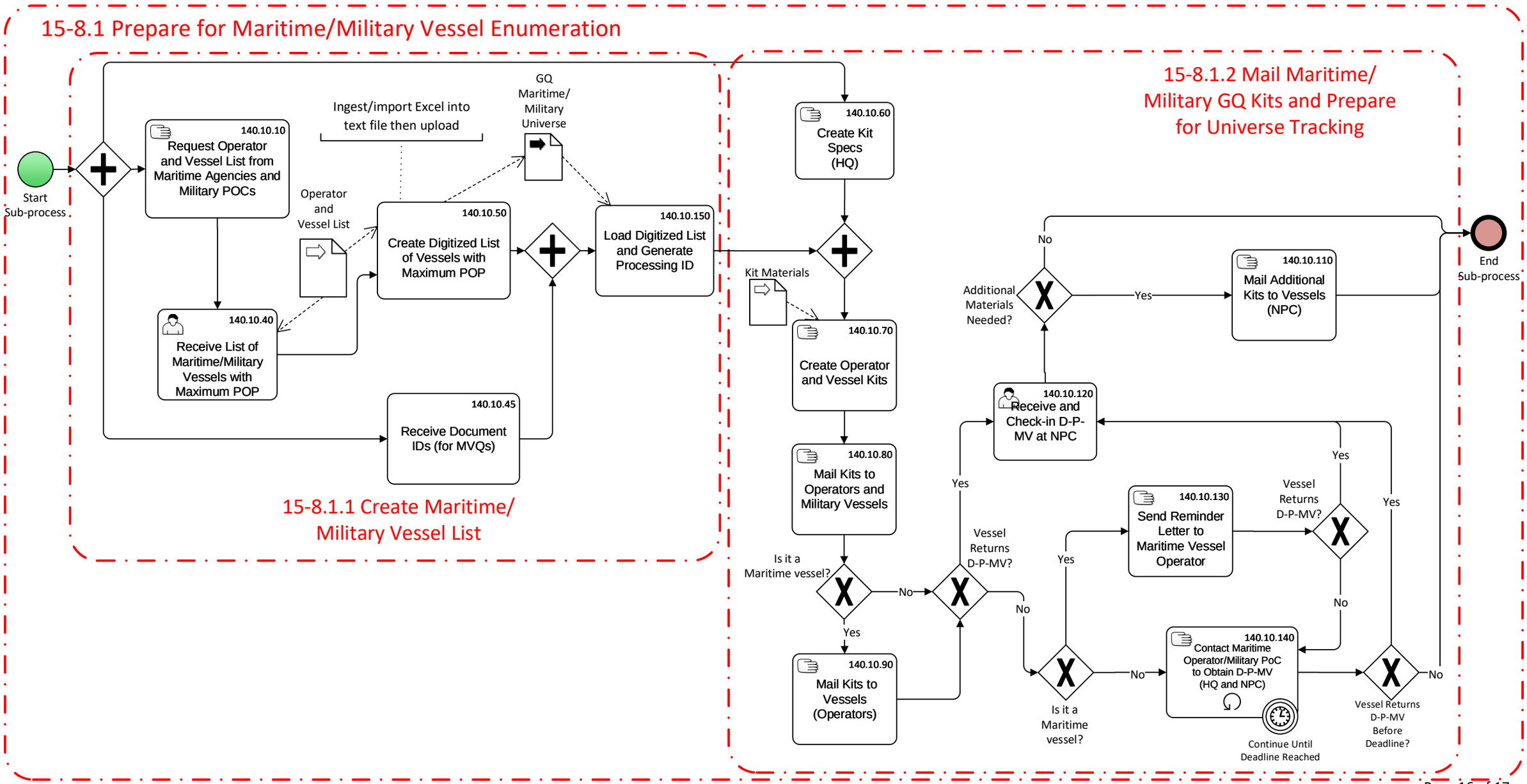
140 Conduct Maritime/Military Vessel Enumeration

Purpose: To enumerate maritime/military vessels. Process to be conducted at NPC.

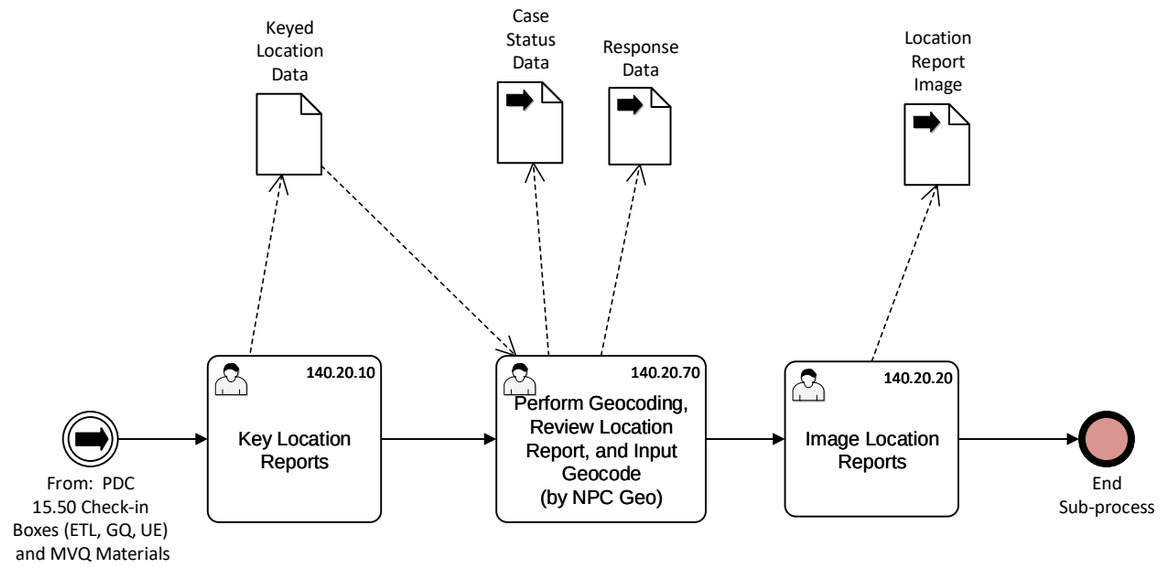


140.10 Prepare for Maritime/Military Vessel Enumeration

Purpose: To create and update the frame/universe for Maritime/Military Vessel Enumeration



140.20 Process Maritime/Military Vessel Enumeration Response Data

Purpose: To establish the location/geocode of vessel for enumeration.

15-8.2 Process Maritime/Military Vessel Enumeration Response Data